

DURANGO CENTER

MOBILIZATION GUIDE

Preface

The Mobilization Guides identify established standards and procedures that guide the operations of the Multi-Agency logistical fire dispatch/coordination activities. The mobilization guides are an extension of Agency manuals, handbooks, directives, and instructional memorandums relating to logistical support. The guides are intended to promote uniformity of logistical support communications, facilitate interagency dispatch coordination and ensure that the most timely and cost effective support services are provided. They are designed to accommodate amendments and will be recognized as currently applicable until amended.

The Durango Area Interagency Mobilization Guide (DMG) identifies local standards and procedures. The DMG is a supplement to the Rocky Mountain Area Mobilization Guide (RMG, which in turn is a supplement to the National Mobilization Guide (NMG). The NMG and RMG table of contents are included at the end of the DMG as reference.

Please review each chapter of the Mobilization Guide carefully and submit any recommendations, changes and updates to the guides to Durango Interagency Dispatch Center. Each unit within the Durango Dispatch Center area of influence should submit updates to all chapters, as applicable. Chapter updates and information is due prior to the **last FRIDAY in MARCH**, annually. It is every unit's responsibility to ensure the information submitted is correct and final before it is submitted to DRC for publishing.

Mobilization Guide chapter contents

Chapter 10 is Policy (changes require Agency Administrators (or delegated) approval)

Chapter 20 - Procedures (DRCG are responsible to approve)

Chapter 30 - Organization (DRCG are responsible to approve)

Chapter 40 - Cooperation (DRCG are responsible to approve)

Chapters 50 through 80 are catalog sections. 50 - Directory; 60 – Personnel; 70 - Equipment; 80 – Aircraft

Chapter 90 has been designated as an Emergency/ Accident Procedures chapter and should be created at each Unit level according to your area/agency policies and procedures. If you have any questions or comments, please contact the Durango Interagency Dispatch Center.

Thank you for all of your input and efforts.

RMA and NATIONAL MOBILIZATION GUIDE can be found through the
RMACC website at <http://gacc.nifc.gov/rmcc/> (Select Publications)
DRC website is http://gacc.nifc.gov/rmcc/dispatch_centers/r2drc
DRC Phone: 970-385-1324 FAX: 970-385-1386

2011
DURANGO
MOBILIZATION GUIDE

Durango Interagency Coordinating Group

SIGNATURE PAGE

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MISSION

The principle mission of the Durango Interagency Dispatch Center (DRC) is to provide support to individuals and unit by the safe, cost effective and timely response of resources for wildland fire activities within Southwest Colorado. The centers' coordination efforts are also in cooperation with the Rocky Mountain Area Coordination Center (RMACC) and the National Interagency Coordination Center (NICC).

Dispatch and coordination centers take their guidance from agency boards and Multi-Agency Coordination Group (MAC) groups.

This mission shall be accomplished through extensive planning, situation analysis, needs projection and activation of emergency resources through interagency cooperation. The Durango Interagency Dispatch Center (DRC) incorporates the federal, state and county units within southwest Colorado.

The cooperating protection agencies include:

- Bureau of Indian Affairs (Southern Ute and Ute Mountain Agencies)
- Bureau of Land Management and Forest Service (San Juan Public Lands)
- National Park Service (Mesa Verde National Park)
- Colorado State Forest Service
- Local Agency Cooperators within San Juan, La Plata, Hinsdale, Montezuma, and Archuleta Counties.

TOTAL MOBILITY

Total mobility is defined as the positioning and utilization of resources to meet existing and anticipated incidents, preparedness, severity, and wildland and prescribed fire needs within the Durango Dispatch Center areas, regardless of geographic location or agency affiliation.

PRIORITIES

When competition exists for resources, the Durango Dispatch Center Manager. will establish priorities during preparedness levels I-IV with continuous input and coordination with local unit FMO's. The Multi-Agency Coordination Group (MAC) or DRCG establishes priorities during preparedness level V. Priorities shall be established through use of National Standards.

When competition occurs between adjacent dispatch centers in Southwestern Colorado, Eastern Utah or Northern New Mexico for national tactical aircraft resources, the Rocky Mountain Coordination Center (RMC), or the Rocky Mountain Area MAC Group will coordinate with appropriate Geographical Coordination Center (EBC or SWC), or area MAC Group to establish priorities for incidents and the assignment of critical resources.

As requested, a priority list shall be submitted to RMC by the Dispatch Center sub-geographic MAC/Center Manager.

A. When requested, dispatch centers will establish priorities for their incidents and wildland fires and report them to RMACC. Areas will include consideration for initial attack in their evaluation.

B. The standard criteria to be used in establishing priorities and drawdown levels are:

1. Maintaining initial action capability
2. Life safety / threats to life
3. Threats to property
 - a. Community infrastructure
 - b. Historically significant cultural resources
 - c. Principal residence
 - d. Non-principal residence
 - e. Out-buildings
 - f. Forest / range improvements

- 1 4. Threats to natural resources
- 2 5. High value (\$) resources
- 3 6. Threatened and endangered species habitat
- 4 a. Critical habitat
- 5 b. Key habitat
- 6 7. Sensitive species habitat
- 7 8. Critical winter range
- 8 9. Other
- 9 a. Limiting costs without compromising safety
- 10 b. Meeting agency suppression objectives
- 11 c. Support to National Response Framework (NRF)

12 13 LOCAL AND GEOGRAPHIC AREA DRAWDOWN, LEVELS, 14 AND NATIONAL READY RESERVE

15
16 Drawdown is the predetermined quantity and type of suppression resources that are required to
17 maintain viable initial attack (IA) capability at either the local or the geographic area. Drawdown
18 resources are considered unavailable outside the local or Geographic Area for which they have
19 been identified. Drawdown is intended to ensure adequate fire suppression capability for local
20 and/or Geographic Area managers, and enable sound planning and preparedness at all
21 management levels.

22
23 Although drawdown resources are considered unavailable outside the local or geographic area for
24 which they have been identified.

25
26 Local drawdown is established by the local unit and/or the local MAC group and implemented by
27 the local dispatch office. The local dispatch office will notify the Geographic Area Coordination
28 Center (GACC) of local drawdown decisions and actions.

29
30 Geographic area drawdown is established by the Geographic Area Multi-Agency Coordination
31 Group (GMAC) and implemented by the Geographic Area Coordination Center. The GACC will
32 notify the local dispatch offices and the National Interagency Coordination Center (NICC) of
33 Geographic Area drawdown decision and actions.

34
35 National Ready Reserve is a means by which the National Multi-Agency Coordination Group
36 (NMAC) identifies and readies specific categories, types and numbers of fire suppression
37 resources in order to maintain overall national readiness during periods of actual or predicted
38 national suppression resource scarcity.

39
40 National Ready Reserve implementation responsibilities are as follows:

- 41 A. NMAC establishes National Ready Reserve requirements by resource category, type
42 and quantity.
 - 43 B. NICC implements NMAC intent by directing individual GACCs to place specific
44 categories, types, and quantity of resources on National Ready Reserve.
 - 45 C. GACCs direct local dispatch centers and/or assigned IMTs to specifically identify
46 resources to be placed on National Ready Reserve. Resources must have at least 7
47 days left in 14 day rotation (extensions will not be factored in this calculation).
 - 48 D. GACCs provide NICC specific names of National Ready Reserve resources.
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E. NICC mobilizes National Ready Reserve resources through established ordering channels as necessary. When ordered, National Ready Reserve resources must be en route to the new assignment within specific timeframes.

NMAC will adjust ready reserve requirements as needed. Furthermore, in order to maintain national surge capability, the NMAC may retain available resources within a Geographic Area, over and above the established Geographic Area drawdown level.

SCOPE OF OPERATION

GENERAL

Durango Dispatch Area Response Plans

Operating procedures and references to mutual aid agreements for participating agencies within the Durango Dispatch Area are identified in the County Annual Operating Plans and this mobilization Guide.

Response to Incidents Other than Wildland Fires

The Durango Dispatch Center (DRC), through area and national logistical coordination system, is capable of supporting non-fire incidents provided there are agreements or MOUs in place.

National Response Framework (NRF) (added)

RMC is the contact / coordination point for support to the National Response Framework (NRF).

Mutual Aid Agreements

Mutual aid agreements have the primary purpose of providing Initial Attack (IA) and short term logistical support between adjoining units and dispatch centers.

Initial Attack incidents are those that are controlled by the IA forces without need for major reinforcements within a reasonable time.

Rocky Mountain Area units and dispatch centers have the authority to utilize the resources of adjoining units and centers within the RMA as stated in the RMA Neighborhood Ordering Procedures RMG 21.2.

Rocky Mountain Area units and dispatch centers have the authority to utilize the Initial Attack resources of adjoining units and centers across adjacent geographic area boundaries. Mobilization will be within the legal authority of existing formalized parent agreements.

Local formal agreements and MOU's are not necessary; however, cooperating units and centers must specifically identify operating procedures in local operating plans. Prior to the mobilization of IA resources, it is agreed that:

- An official resource request will be processed through dispatch channels for IA resources remaining on the incident beyond IA.
- No IA resource responding across geographic boundaries will be mobilized further than that adjoining center boundary.

RESPONSIBILITIES OF THE DURANGO DISPATCH CENTER

Durango Dispatch Center (DRC) shall provide logistical support to all units within their area of influence. DRC will coordinate movement of all initial attack and support resources within and across jurisdictional boundaries.

The Dispatch Center Manager has delegated authority from Federal and State Land Management Agencies as identified by signatories of the Durango Interagency Mobilization Guide. The delegated authority is outlined throughout this guide and establishes policies and procedures for the mobilization of personnel, equipment, supplies and aircraft for incident emergencies, pre-suppression and non-emergency incidents.

1. Provides a focal point for information concerning overall incident situations' within the DRC Area including but not limited to, fire danger, fire weather, current or projected activity, and resource status and availability.
2. Determines the amount and location of available resources; anticipates and communicates initial needs and priorities for sharing available resources.
3. Coordinates the movement of suppression and pre-suppression personnel, equipment, aircraft and supplies from one geographic location to another.
4. Coordinates with the DRCG Fire Duty Officer or MAC coordinator to determine priorities for resources in multiple fire situations. (See Fire Duty Officer Roles and Responsibilities)
5. Coordinates rosters, schedules, rotations and mobilization of local, RMA and National resources.
6. Keeps DRCG members, unit FMO's, and RMC informed of existing and projected critical fire situations and resource shortages.
7. Determines the need to preposition suppression resources at the most strategic locations and initiates the movement of the resource order process in conjunction with DRCG and local FMO's
8. Assures the dispatch organization is functioning by acceptable dispatch standards and is effectively and efficiently providing support to ground forces.
9. Maintains accurate statistical records and required databases concerning incident related activities.
10. Serves as information and technical advisor to DRCG at their meetings.
11. Provides leadership and support in local training programs.

RESPONSIBILITIES OF DURANGO DISPATCH AREA AGENCIES/UNITS

(In conjunction with agency manuals and directives)

1. Responsible for all fire activity within their respective protection boundaries.
2. Responsible for preparedness in order to meet daily anticipated fire suppression requirements.
3. Responsible for informing DRC of all intelligence regarding resources, weather and incident information. This includes anticipated critical fire situations or fire activity that may exhaust unit response capabilities.
4. Responsible for continuous communications about current and planned events.
5. Responsible for administrative details including training, fiscal, contracting, discipline, housing, time keeping, equipment, supplies and any project work for shared resources based on the unit.
6. Determine needs for pre-positioning of forces or deviations from approved and published staffing levels and take appropriate action; this includes obtaining severity authorization approval and initiating resource order requests through appropriate dispatch channels.
7. Responsible for the active support of incident suppression by making qualified personnel available for fire suppression activities.
8. Responsible for providing the training and support to fire suppression personnel to assure safe, efficient and effective suppression activities.
9. Responsible for providing a Fire Duty Officer.

MOBILIZATION / DEMOBILIZATION - POLICY

Frequency Management Federal and State Land Management Agencies agree to the sharing of specific radio frequencies that are authorized / licensed for each agency. Shared frequencies are to provide efficient, cost effective radio/communication support in protecting life and property. The sharing of frequencies is under the authority of the NTIA Regulations Manual, Sections 7.3.1, 7.3.4 and 7.5.1 and the FCC Rules and Regulations, Part 90, Sections 90.405 and 90.407. Local dispatch and management procedures between the agencies will be utilized to provide orderly control and frequency management. The resource order form will serve as written authorization for sharing frequencies.

Mobilization/ Demobilization The Durango Interagency Dispatch Center will coordinate the movement of all resources from participating agencies within the Durango Coordinating Group jurisdictional boundaries. Resources mobilized will be ordered through established ordering channels.

Units responding to mobilization requests are responsible for ensuring the resources dispatched meet the criteria specified in this guide and/or the National Wildfire Coordinating Group's Wildland Prescribed Fire Qualification System Guide (PMS 310-1).

WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF

(See the Incident Business Management Handbook and the National Mobilization Guide for current direction)

INCIDENT OPERATIONS DRIVING

(See the Incident Business Management Handbook and the National Mobilization Guide for current direction)

1 INITIAL ATTACK DEFINITIONS

2 A planned response to a wildfire given the wildfire's potential fire behavior. The objective of initial attack is
3 to stop the fire and put it out in a manner consistent with firefighter and public safety and values to be
4 protected. (*Glossary of Wildland Fire Terminology (November 2008)*)

5 All fire management, assigned and incoming resources will be made aware of the Incident Command
6 leadership for the duration of the incident.
7

8 See County Operating Plans for additional specific initial attack direction within county jurisdictions.

9 Dispatching of National and/or Area initial attack resources within and across the defined Rocky Mountain
10 Area boundaries shall comply with the following:

- 11 1. Rocky Mountain Area units and dispatch centers have the authority to utilize the resources of all
12 RMA units and centers as stated in the Rocky Mountain Area-Wide and Neighborhood Ordering
13 Procedures. (See Chapter 20 for specific details)
- 14 2. Rocky Mountain Area units and dispatch centers have the authority to utilize resources of adjoining
15 units and centers across adjacent geographic area boundaries. (See Chapter 40 for specific details)
- 16 3. Mobilization will be within the legal authority of existing formalized parent agreements. Local formal
17 agreements and MOU's are not necessary.
- 18 4. Initial attack aircraft such as air tankers, helicopters, lead planes, smokejumper aircraft, etc., are
19 considered resources that can be dispatched and arrive on scene within one hour of the IA request.
- 20 5. Initial attack ground resources are considered resources that can be dispatched and arrive on scene
21 within three hours of the IA request.
- 22 6. Dispatch centers must make notification of national and area resource commitment.
- 23 7. At such time as it becomes evident that the incident will not be confined, contained or controlled
24 during IA, the initial attack resources shall be formally requested, as necessary, through established
25 dispatch channels.

26 When the RMA reaches Preparedness Level III, the Area Fire Coordinator and the RMCG Fire Duty
27 Officer will determine the need for prioritization of available National and Area resources. RMC has the
28 authority to withdraw Area-wide, Neighborhood Ordering within the RMA and/or IA resources movement
29 across geographic boundaries as necessary.

30

RESOURCE MOBILIZATION

DRC will initiate/generate resource orders for DRC area units for the incidents (prescribed fire, wildland fire, non-fire, etc). All resources mobilized beyond IA at their local area level will adhere to NWCG Physical Fitness Standards.

Last Character Agency

A	Bureau of Indian Affairs	Q	Dept. of Defense
AO	BIA Area Offices	R	Fish & Wildlife Service
C	Coordination/Dispatch Centers	RO	USFS Regional Office
D	BLM Field Offices	S	State Agencies
F	USDA Forest Service SO		BLM State Offices
G	General Services Administration	T	Tribe
I	Private	V	Federal Aviation Administration
K	Geographic Area Caches	W	National Weather Service
L	Bureau of Reclamation	P	National Park Service
M	Federal Emergency Mgmt Agency	Z	Office of Aircraft Services

C. Up to six digits for the incident number (alpha/numeric) this number will be the DRC Incident Action Number (IAR).

D. Request types and each resource will have a unique request number from one of the following categories:

A = Aircraft O = Overhead C = Crews
E = Equipment S = Supplies IA = Initial Attack

DRC area three letter pre-assigned unit identifier

SUA	Southern Ute (BIA)	UMA	Ute Mountain (BIA)
SJF	San Juan Public Lands (USFS)	SJD	San Juan Public Lands (BLM)
MVP	Mesa Verde National Park (NPS))	SJX	San Juan County
LPX	La Plata County	HIX	Hinsdale County
MNX	Montezuma County	AUX	Archuleta County
DLX	Dolores County	DRS	Durango District (CSFS)

NATIONAL AND AREA RESOURCES

National/area resources are those fire suppression resources whose primary duties are for the national and area support of fire incidents.

National

National Interagency Wildland Fire Management Team	
Area Command Teams	National Contract Lead planes
Type 1 & NIMO Incident Management Teams	National Contract Infrared Aircraft
Type 1 Buying Teams	Smokejumper Aircraft
Type 1 Interagency Hotshot Crews	National Contract Type 1 & 2 Helicopters
Smoke Jumpers	National Interagency Caches
National Contract Mobile Food Service Units	Smoke Jumper Aircraft
National Contract Mobile Shower Facilities	Large Transport Aircraft
National Incident Radio Support Cache Communication	MAFFS
National Interagency Support Cache (NISC) System	National Contract Air Tankers
Fire Remote Automated Weather Systems (FRWS)	National Aerial Supervision Module

Area

Type 2 Incident Management Teams	Cache Vans
Type 2 Buying Teams	Type 3 Exclusive Use Helicopters
Exclusive Use SEATS	Type 2 & Type 2 IA Crews
Wildfire Use Modules	

NOTIFICATION OF COMMITMENT OF NATIONAL RESOURCES

DRC will notify RMACC by phone within **fifteen (15) minutes** of commitment when National and Area Resources:

A. Are committed internally to an incident or no longer available for dispatch.

B. Are available again.

C. Have location changes

D. When 50% of the Smokejumpers at home bases are dispatched.

UNABLE TO FILL (UTF) PROCEDURE

A 48 hour "Unable to Fill" Policy exists nationally. NICC will return requests to the ordering GACC with a "UTF" no more than 48 hours after receipt, unless notified the order can be filled. NICC will not accept or process any request previously UTF'd unless a new request number is assigned.

STANDARD CUBES, WEIGHT AND GEAR POLICY (excluding smoke jumpers, rappellers and helicopter managers). All personnel dispatched off their unit must conform to the following limitations:

a. One frameless, soft pack not to exceed 45 pounds.

b. Web gear or briefcase (not both) not to exceed 20 pounds.

c. Maximum allowable crew weight, including equipment is 5300 pounds.

d. All personnel baggage weights must be displayed separately from individual weights on flight manifests.

e. Pre-identified Type 1 Incident Management Team members are authorized additional weight not to exceed 300 pounds of equipment per team. The IC must designate in advance which team members are authorized additional weight and make this a matter of record.

This is due to aircraft weight-balance requirements that will be adhered to when planning for mobilization/demobilization.

STRIKE TEAMS: ENGINES

Only orders for Single Engines will be processed through dispatch channels. Strike Teams and Task Forces will be formed at the local level. When strike teams are ordered, the local dispatch office will be responsible for assigning individual "E" request numbers to each of the five engines making up the team. Dispatch will verify if a Strike Team Leader (STEN) is needed and if so assign an "O" request number.

RMA engines will be staffed with three (3) engine people, rather than the NWCG standard of two (2). Engines ordered from outside the RMA will be ordered with three (3) personnel for type 3, 4, 5, AND 6 engines unless the incident specifically requests other staffing.

WILDLAND FIRE WEATHER FORECASTS

Durango Dispatch will ensure wildland fire weather forecasts are communicated in a timely manner to firefighters via radio.

1 MANAGEMENT

3 DURANGO INTERAGENCY COORDINATING GROUP CHARTER

4 Mission Statement:

5 The Durango Interagency Coordinating Group (hereafter referred to as DRCG) is responsible for
6 furthering interagency cooperation, communications and coordination, and to implement interagency fire
7 management direction within the sphere of influence of the Durango Interagency Dispatch Center and
8 with its neighboring Dispatch Centers.

10 Purpose and Duties:

- 11 ▪ Provide interagency leadership and coordinated implementation of current policies, directions and
12 standards for fire management activities.
- 13
- 14 ▪ Instill professionalism in all aspects of fire management and develop a full partnership, trust and
15 mutual assistance among fire management entities.
- 16
- 17 ▪ Recommend a unified course of action to agency administrators in order to promote safety and
18 provide oversight in all aspects of fire management.
- 19
- 20 ▪ Provide a communication link between local, state, tribal and federal entities.
- 21
- 22 ▪ Serve as a focal point for requests for interagency action to and from the area and local level.
- 23
- 24 ▪ Serve as a forum for the identification of interagency fire management issues and solutions, i.e.,:
25
 - 26 - Supporting and promoting ecosystem management, urban / rural / wildland interface,
 - 27 fire prevention and education and fuels and resource management within the scope
 - 28 of current Wildland Fire Policy.
 - 29 - Managing interagency safety and training programs within the sphere of influence.
 - 30 - Establishing committees and task groups to address interagency issues within the DRC area.
- 31 ▪ Facilitate coordination and efficiency in all fire management activities by:
32
 - 33 - Establishing an interagency preparedness plan within agency guidelines which
 - 34 defines parameters and specific action items for each preparedness level.
 - 35 - Establishing a delegation of authority for the Durango Interagency Dispatch
 - 36 Center to set priorities for the movement and commitment of resources on an
 - 37 interagency basis based on specific preparedness levels.
 - 38 - Directing the establishment of priorities beyond that authority delegated to
 - 39 Durango Interagency Dispatch Center.
 - 40 - Providing oversight to the Durango Interagency Dispatch Center.
 - 41 - Establishing and maintaining a local Multi-agency Coordination (MAC) Group.
 - 42 - Selecting and managing Type III Incident Management Teams.
 - 43 - Coordinating fire severity requests.
 - 44 - Coordinating fire use restrictions during periods of high fire danger.
- 45

- Coordinating zone sponsored training at the 100 and 200 levels.
- Providing oversight and approval of the Durango Interagency Fire Dispatch Center.
- Fire Management Annual Operating Plan and Mobilization Guide.
- Providing coordinated input into County Annual Fire Operating Plans.
- Coordinating prescribed fire and smoke management.
- Representing the DRCG at meetings of the Rocky Mountain Area Coordinating Group.

The DRCG members will be responsible to ensure that respective policies and procedures are maintained and that agency administrators are informed. Policy recommendations which require changes, modifications, or costs will be reviewed and approved by agency administrators before implementation.

Membership

The DRCG, established as a board of directors, will be comprised of the lead fire manager or their designee from each of the following agencies:

- USDA Forest Service – San Juan National Forest (San Juan Public Lands)
- Colorado State Forest Service – Fire Management Officer
- USDI Bureau of Indian Affairs - Southern Ute Agency
- USDI Bureau of Land Management – San Juan Field Office (San Juan Public Lands)
- USDI National Park Service - Mesa Verde National Park
- USDI Bureau of Indian Affairs - Ute Mountain Ute Agency

A representative from each of the following offices will serve as advisors/liaisons to the Board:

- Durango Interagency Dispatch Center Manager
- La Plata County Fire Chief's Association
- Montezuma County Fire Chief's Association
- Archuleta County Fire Chief's Association
- Rocky Mountain Coordinating Group

DRCG members must have the authority to fully represent their agency in Board functions. An alternate representative needs to be designate by each Agency Board Member to cover in his/her absence. **MAC Group members must have a written delegation of authority from their Agency Administrator.**

Based on the order of board member agencies listed above, a chairperson will be chosen to serve a one year term. A vice chair will be the representative from the next agency on the list and will assume the chair position as it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the chair and vice chair to move accordingly.

The chairperson is responsible for calling meetings, calling for items and setting agendas, running the meetings and follow-up on action items; they will also sign appropriate DRCG documents/correspondence.

The vice chair will serve in the absence of the chairperson.

The DRCG member or designee will also serve on the Multi-agency Coordinating (MAC) Group when activated.

1 Meetings

2 The DRCG will schedule three regular meetings per year - fall, winter and spring to discuss DRCG fire
3 management activities. Regular meetings for the coming year will be scheduled at the fall meeting.
4 Meetings will be scheduled to allow all agencies to participate.

5
6 Hosting of meetings will rotate among the DRCG membership. The host will be responsible for meeting
7 room space and any costs incurred for the meeting room arrangements.

8
9 Additional meetings may be called as needed by the chairperson, with agenda and location agreed upon
10 by the membership.

11
12 The chairperson may also use conference calls to poll members on issues.

13
14 Action items requiring DRCG decisions are to be distributed along with meeting agendas to the
15 membership two weeks prior to each meeting.

16
17 The Durango Interagency Dispatch Center will provide a person at each meeting who will take minutes,
18 prepare them for distribution and distribute them to members and other designated recipients.

19
20 Board members will ensure that they will be present at all meetings, or will send a representative acting
21 with authority to fully represent their agency.

22
23 Committees/Task Groups:

24 The Board will identify issues and concerns of mutual interest and assign a specific working committees.
25 Specific working committees may be formed to deal with long standing issues such as training, logistics
26 coordination, coordinated prescribed fire management, coordinated fire management analysis and
27 planning, or other working committees as needed. The Board will provide direction, oversight, and the
28 meeting minutes to the chairperson of each working committee.

29
30 Working committees will elect a chairperson; minutes of meetings will be taken and distributed to
31 committee members and to Board members. Committee chairpersons or their representatives are
32 encouraged to attend the general Board meetings.

33
34 Working committees may define temporary task groups which may have one or more responsibilities.
35 The group, upon completion of its task, shall adjourn unless an additional task is assigned.

36
37 The two permanent committees under the DRCG are the Training and the Operations Committees.
38

**DURANGO INTERAGENCY COORDINATING GROUP (DRCG)
FIRE DUTY OFFICER
Roles and Responsibilities**

Serve as a liaison between the Durango Interagency Coordinating Group (DRCG) and the Durango Interagency Dispatch Center (DRC), and provides fire management (wildland and prescribed fire) oversight and support to DRC.

Serves as a point of contact for the DRC coordinator, local MAC group, agency line officers and others as circumstances dictate.

Assists the DRC coordinator, as requested, with problem solving and provides decision support.

The DRCG Fire Duty Officers will:

- Be assigned one week on-call periods, during which they will be required to be available on a 24 hour basis and be able to respond on short notice.
- Be required to check-in with DRC at least once daily during their designated on-call periods as defined by preparedness levels.
- Assure close coordination with the DRC coordinator on duty, to alleviate any duplication of duties.
- Serve as an extension of the Durango Interagency Coordinating Group by providing strategic oversight and direction and keep the DRCG informed and updated on incident activity.
- Serve as a conduit of information between the DRC and DRCG and be responsible for organizing conference calls as circumstances warrant.
- Determine the need for joint duty officer responses.
- Initiate the activation on the Durango Interagency MAC group, as needed.
- Work within existing and appropriate logistical/managerial channels.

In relation to the DRCG-FDO the DRC will:

- Brief the designated FDO about current situations as requested or as circumstances warrant.
- Provide resource status, incident activity, weather related potential, serious injury, fatalities or property loss
- Provide close coordination with the FDO to assure that local agency and Rocky Mountain Area issues are being addressed and needs met.

The DRCG Duty Officer schedule will be updated annually and attached to this charter. It will be referred to as Appendix A.

DURANGO COORDINATING GROUP CHARTER – APPENDIX A

Year 2011 Durango Coordinating Group – Duty Officer Rotation

In the event the designated primary duty officer for the on-call period is unavailable the rotation it will default to their designated (secondary) representative. Rotations are from 0001 Wed - 2400 Tues

DATES	AGENCY	PRIMARY	SECONDARY
April 13 – 19	CSFS	Kent Grant	Dan Wand
April 20 – 26	FS/BLM	TBA	TBA
April 27 – May 3	MVP	Steve Underwood	TBA
May 4 – 10	SUA	Rich (Goose) Gustafson	Ken VanZee
May 11 – 17	UMA	Joe Morris	Myron Baker
May 18 – 24	CSFS	Kent Grant	Dan Wand
May 25 – 31*	FS/BLM	Justin Kincaid	Craig Goodell
June 1 – 7	MVP	Steve Underwood	Joanie Lawrence
June 8 – 14	SUA	Rich (Goose) Gustafson	Ken VanZee
June 15 – 21	UMA	Joe Morris	Jason Petruska
June 22 – 28	CSFS	Kent Grant	Dan Wand
June 29 – July 5*	FS/BLM	FS Detailer	Justin Kincaid
July 6 – 12	MVP	Steve Underwood	Joanie Lawrence
July 13 – 19	SUA	Rich (Goose) Gustafson	Ken VanZee
July 20 – 26	UMA	Joe Morris	Jason Petruska
July 27 – August 2	CSFS	Kent Grant	Dan Wand
August 3 – 9	FS/BLM	FS Detailer	Justin Kincaid
August 10 – 16	MVP	Steve Underwood	Joanie Lawrence
August 17 – 23	SUA	Rich (Goose) Gustafson	Ken VanZee
August 24 – August 30	UMA	Joe Morris	Myron Baker
August 31 – September 6*	CSFS	Kent Grant	Dan Wand
September 7 – 13	FS/BLM	FS Detailer	Justin Kincaid
September 14 – 20	MVP	Steve Underwood	Joanie Lawrence
September 21 – 27	SUA	Rich (Goose) Gustafson	Ken VanZee
September 28 - October 4	UMA	Joe Morris	Myron Baker
October 5 – 11*	CSFS	Kent Grant	Dan Wand
October 12 – 18	FS/BLM	FS Detailer	Justin Kincaid
October 19 – 25	MVP	Steve Underwood	Joanie Lawrence
October 26 – Nov 1	SUA	Rich (Goose) Gustafson	Ken VanZee

* Holiday



DURANGO INTERAGENCY TRAINING COMMITTEE (DITC) CHARTER

Mission Statement:

The Durango Interagency Training Committee (hereafter referred to as DITC) was established under the authority of the Durango Interagency Coordinating Group (DRCG) to provide a coordinated interagency approach to fire management training within the Durango Zone.

Purpose and duties:

- Provide direction, resources and monitoring for the implementation of the training standards and components of the NWCG Wildland and Prescribed Fire Qualifications Guide 310-1 and related training documents.
- Establishes, coordinates and maintains a strategic zone training process where each member offers training annually that supports the overall training needs of the zone.
- Monitor and evaluate all local training to NWCG Standards.
- Ensure instructors of local training meet NWCG Standards.
- Identify and address issues, concerns and opportunities related to interagency fire management training.
- Provide advocacy of new techniques, practices and procedures that facilitate more effective training.

Membership:

The training committee will be composed of one representative from each agency within the Durango Zone; the following agencies will be represented:

- USDI Bureau of Indian Affairs - Ute Mountain Agency
- USDI National Park Service - Mesa Verde National Park
- USDI Bureau of Indian Affairs - Southern Ute Agency
- San Juan Public Lands
 - USDA Forest Service - San Juan National Forest
 - USDI Bureau of Land Management - San Juan Field Office
- Colorado State Forest Service - Durango District

Training representatives from individual Forest Service/BLM districts, Volunteer Fire Departments and County representatives are requested to attend and participate in DITC meetings.

It is not anticipated that voting by the membership will be required to decide issues yet if it is required, only those members representing the agencies listed above will have a voting right.

DURANGO INTERAGENCY TRAINING COMMITTEE (DITC) CHARTER... continued

Meetings:

Regular training committee meetings will be held as deemed necessary by the Zone Chairperson or when agenda items and issues require. At a minimum, it is recommended that meetings be held twice a year. One pre-fire training season meeting to schedule courses and one fall meeting to analyze needs surveys, develop strategic training plan, and identify issues, concerns and opportunities to improve committee performance.

Organization:

The DITC will elect one of its members to serve as the Zone Training Chairperson as well as a Vice Chairperson to serve in the absence of the Chairperson. These positions will be elected every year at the pre-season meeting. A Zone Training Representative will be assigned by the Chairperson and typically will be a representative from Durango Interagency Dispatch Center (DRC). Incumbents can be re-elected with no term limit. The duties and responsibilities of each position within the organization are as follows:

Zone Training Chairperson:

- Responsible for the execution of the purpose and duties of the DITC.
- Assign task groups as needed.
- Conducts training meetings and develops the agenda.
- Reports to the DRCG Board on the activities and recommendations of the training committee.
- As necessary, will coordinate with agency supervisors and representatives to prioritize the nominations for local 100 – 200 level courses and the regional/national 300 level and above courses.
- Coordinates the annual zone needs analysis process.

Zone Vice Chairperson:

- Acts as the Chairperson in his/her absence.
- As assigned, represents the committee.
- Performs Zone Training Representative duties if absent or as needed.

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Zone Training Representative:

- Represents the Durango Zone on the RMAC Training Committee.
- Collect agency nominations for 100-200 level courses held within the zone via fax or e-mail. The course coordinators will collect the nominations from DRC.
- Collect and forward local nominations to 300 level courses and above to the Rocky Mountain Area Training Coordinator.
- Ensure that course coordinators create courses and properly credit all passing students in the Interagency Qualifications and Certification System (IQCS)
- Takes meeting notes for distribution, ensures notes are recorded, edited, filed and distributed to committee members.
- Post zone training information on the training website located within the DRC website.

Members:

- Each member is responsible for representing and maintaining their agencies interest, policies and procedures and needs assessment.
- Submit issues as an agenda item, attend all meetings and accomplish assigned tasks.
- Review all material submitted to the training committee and distributes that information to their respective agencies.
- Develop, distribute and collect agency training needs analysis.
- Determine specific training offered within the zone annually and determine host unit, course coordinators, instructors and scheduling.

Unit Training Reps/Advisors:

- Serve as non-voting members of the committee and provide information and input on training issues as needed.

Task Groups:

- Ad-hoc committees may be established as special needs arise; these committees should be organized only for short periods and for specific purposes.

Approved:

Durango Interagency Coordinating Group Chairperson

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SAN JUAN INTERAGENCY OPERATIONS COMMITTEE CHARTER

Authority

This charter sets forth guidelines and procedures by which the San Juan Interagency Operations Committee will operate. The committee operates as an advocator group for fire equipment and fire operations issues to the DRC Board and San Juan Interagency Fire Management Officers who are responsible for Fire Operations within the San Juan Interagency Zone. Committee members are selected by and will advise the Interagency Fire Management Officers.

Purpose

The purpose of the Interagency Operations Committee is to enhance interagency and cooperator leadership, guidance, and recommendations to the Fire Management Officers to ensure the standardization and enhancement of a SAFE Wildland Fire Management Program, understood and supported at all levels.

Goal

Standard equipment, standard operations procedures, professionalism, zero accidents and injuries.

Mission

The San Juan Interagency Operations Committee will provide the zone with a means for proactive problem and issue resolution; the group will enhance the level of training, knowledge, technical expertise, and professionalism of Fire Management Operations in the San Juan Zone. The group will promote safe and effective operations and a standard that the Zone can strive to attain. The committee will strive to ensure consistent adherence to National Fire Management Policies, as well as technology transfer and information sharing. The committee will be expected to validate wildland fire equipment issues and advise the DRC Board and Zone Fire Management Officers on policy, direction, coordination, and the development of zone strategies.

Objectives

To accomplish this mission the Committee will:

1. Develop, review and open two-way communication between Fire Operations, Dispatch and Zone Fire Management Officers, Fleet and Frontline Fire personnel on safety related issues.
2. Develop, review and maintain fire equipment and chassis standards. Standards will meet Regional and Manual direction to be compatible with National Fire Protection Association (NFPA) requirements.
3. Develop, review and maintain Zone Type 2 Crew standards, rotations, and equipment standards.
4. Develop, review, and maintain minimum standards for fire operations training requirements (rookie, preparedness drills, performance testing, etc.).
5. Evaluate radio/repeater communications and identify weaknesses.

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Meetings

The San Juan Interagency Operations Committee shall meet in general session twice a year at a site to be determined at the previous meeting. These meetings shall be in the spring and fall, and usually coincide with the Zone FMO meetings. Meetings are open to Zone Interagency and cooperator fire personnel, and other interested parties. If a meeting is not feasible, a conference call may be substituted as a general session.

Meetings of the committee may be held as determined by the Chair and Interagency Fire Management Officer to meet the needs of the Zone.

Any committee member can request additional meetings or conference calls if the need should arise.

Operational Procedures

Organization

I. Membership

San Juan Interagency Operations Committee

The following procedures will govern operations of the San Juan Interagency Zone Operations Committee (hereafter referenced as the "Committee").

- A. The Committee will consist of one member from each Interagency Fire Management Unit. Each Unit will designate a Committee Member as their representative to the Committee. These individuals are voting members and will conduct Committee business.

Committee Members will represent their Unit on a variety of fire equipment issues and they must be able to disseminate information back to the Unit they are representing. These individuals are currently within the ranks of the Forest, Park, Agency, or Bureau Fire Management Organization, and should be knowledgeable about fire equipment use, capabilities, and limitations.

All Committee Members will serve a two-year term at which time a new member may be selected. As terms expire, notices may be sent to the Unit Fire Management Officers asking for their recommendations for replacements to serve on the Committee.

If a Committee Member cannot represent a Unit, the designated Committee Member and Chair will work with the Unit Fire Management Officer from the un-represented Unit to provide representation.

- B. The Committee Chairperson will be selected by a vote of the Committee. The Chairperson shall serve two years. The Chairperson is not a voting position. So the Unit will need to provide an additional voting representative.
- C. The vice-chairperson shall be selected from within the Committee and serve a two-year term.
- D. The Committee may appoint *ad hoc* members. These members will serve to meet the special needs of the Committee and may be selected at any time.

All lead positions on the Committee (i.e., chair, vice-chair) are open for nominations and voting by the Committee body at the fall meeting. If for any reason a lead position can no longer serve on the Committee (i.e., new position) the position will be filled at the next Committee meeting.

SAN JUAN INTERAGENCY OPERATIONS COMMITTEE CHARTER

Committee Representation

- Durango Interagency Dispatch
- Dolores Ranger District
- Columbine Ranger District
- Pagosa Ranger District
- Mesa Verde National Park
- Southern Ute Agency- BIA
- Ute Mountain Agency- BIA

Ad Hoc Membership

Ad hoc membership may be recruited from, but is not limited to the following:

- Technical Specialists (i.e., Unit Fleet Managers, Radio Technicians, Engineers)

Subcommittees

Subcommittees and working groups will be formed as necessary to work on specific items or tasks identified by the committee. Subcommittees are ongoing functions of the Committee. Working groups will be dissolved when no longer needed as decided by the Committee. The Committee Chair will insure there is a lead for each subcommittee and/or working group.

II. Responsibilities and Duties

Chair

- Ensure committee meetings are conducted in a proper and timely manner.
- Approve, authorize, and coordinate committee activities.
- Establish subcommittees and/or working groups, as necessary.
- Provide reports and attend, or designate a representative to attend the Rocky Mountain Regional Engine committee meetings.
- Report on committee progress and issues to the DRC Board and Unit Fire Management Officers as appropriate.
- Facilitate decisions made by the Unit Fire Management Officers and/or DRC Board on recommendations from the committee.
- Immediately address equipment safety issues brought to the attention of the committee and ensure safety net is implemented.

Vice-Chair

- Conducts committee business in the absence of the committee chair.
- Assists the committee as requested by the chair.

Secretary

- Take minutes during committee meetings and distribute.
- Maintain permanent records of committee business.
- Distribute the meeting agenda.

SAN JUAN INTERAGENCY OPERATIONS COMMITTEE CHARTER

Committee Members

- Attend all committee meetings and functions.
- Participate in committee functions, subcommittees, and working groups, as necessary.
- Serve as point of contact and liaison for member's respective Fire Management Unit.
- Coordinate, dissemination of information regarding activities and operations of the committee.
- Notify Chair if unable to attend a meeting or function.
- Identify user/operator concerns and safety issues in the zone and work on projects to resolve or correct issues. Work jointly to make recommendations on equipment decisions to the DRC Board and/or the Unit Fire Management Officers.

Ad hoc Members

- Attend committee meetings as needed.
- Advise committee on policy and procedures specific to their agency or functional area.

Subcommittees

An ongoing task group assigned by the committee chair.

- Develops goals and objectives for the specific subcommittee.
- Organize and plan activities as necessary.
- Implement the actions required of the subcommittee.
- Provide feedback to the committee chair and the committee on the activities of the subcommittee.

Working Group

A temporary task group assigned by the committee chair.

- Research special issues and concerns.
- Issue progress reports to and keeps chair informed/apprised on activities.
- Responds to special requests from the committee.
- Working Group will sunset upon completion of task.

III. Updates

The San Juan Interagency Operations Committee shall keep the Unit Fire Management Officers and the DRC Board informed on committee activities.

- Sharing of expenses- review of past season and lessons learned.
- Advances in technology.
- Safety issues and recommendations.
- Changes/ additions of equipment specifications.

Changes, Amendments, Deletions

Any part of the Charter or Operational Procedures may be changed or amended by a majority decision of the San Juan Interagency Operations Committee at a regular meeting. Any such actions require notification to and concurrence by the DRC Board and/or the Unit Fire Management Officers.

This Charter, Operational Procedures, and the standing Committee shall remain in effect until amended by the Committee or dissolved by the DRC Board and the Unit Fire Management Officers.

Approved:

Durango Interagency Coordinating Group Chairperson

Date



SAN JUAN INTERAGENCY OPERATIONS COMMITTEE CHARTER

Southern Ute Agency	Howard Richardson	Chair 2010 - 2011
Pagosa RD	Cheri Quinlan	Vice-Chair 2010 - 2011
Dolores RD	Dave Grettenberg	
Southern Ute Agency	Kenny Wehn	
Mesa Verde National Park	Keith Krause	
Columbine RD	Hon Schlapfer	
San Juan IHC	John Godson	
Ute Mountain Agency	Colton Herrera	
DRC Dispatch	Justin Moore	

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